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NASA Procedural Requirements

COMPLIANCE IS MANDATORY**NPR 1441.1D**Effective Date: February 24,
2003Expiration Date: February
24, 2013[Printable Format \(PDF\)](#)

Subject: NASA Records Retention Schedules (w/Change 3, 1/31/06)**Responsible Office: Office of the Chief Information Officer**

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Chapter 3. NRRS 3

Human Resources (Personnel) Records

This records schedule is one of a series of schedules, approved by the Archivist of the United States, which furnishes authoritative instructions for the retention, destruction, or retirement of records held by NASA Centers or other offices. This schedule grants continuing authority for the disposition of records already accumulated or to be accumulated in the future.

The records described in Schedule 3 pertain to the management and operation of NASA personnel functions. These records relate to the supervision over and management of Federal civilian employees. This schedule covers the disposition of all official personnel folders of civilian employees and other records relating to civilian personnel, wherever located in the Agency. However, records such as the Official Personnel Folders, employee performance records, and the Employee Medical Folders, are maintained according to OPM's Guide to Personnel Recordkeeping (Operating Manual 293-31), which takes precedence over any provisions of this schedule which may be in conflict therewith. This OPM guide prescribes a system of recordkeeping for certain Federal personnel records.

With the exception of electronic records created in central data processing facilities described above, all records described in this schedule are authorized for disposal in both hard copy and electronic forms, under NASA Schedule 2, for General Record Categories, other NASA schedules as appropriate depending on record series, and, NASA Schedule 10, Records Common to Most Offices.

<u>AFS #</u>	<u>ITEM</u>	<u>SUBJECT AREA OR RECORD TITLE</u> <u>DESCRIPTION OF RECORD SERIES</u>	<u>RETENTION</u> <u><Authority></u>
3000-3999		HUMAN RESOURCES / PERSONNEL	(see below)

	0.1	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES <p>Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.</p> <p>This disposition applies to electronic copies of all items covered under Disposition Jobs N1-255-89-4, N1-255-92-10, N1-255-92-16, and N1-255-92-11 in the NASA Records Retention Schedule 3. This disposition does not apply to any item already covered by the General Records Schedules.</p>	
		A. Electronic copies created on electronic mail and word processing systems that have no further administrative value after recordkeeping copy is made.	DELETE AFTER RECORDKEEPING COPY HAS BEEN PRODUCED AND DISSEMINATION, REVISION, OR UPDATING IS COMPLETED. <DA: N9-255-00-03>
		B. Electronic copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	DELETE WHEN DISSEMINATION, REVISION OR UPDATING IS COMPLETED. <DA: N9-255-00-03>
3000		Human Resources/Personnel (General)	(see below)

3000	1	OFFICIAL PERSONNEL FOLDER (FILE) Records filed on the RIGHT side of the Official Personnel Folder (OPF) [See 2. for the temporary papers on the LEFT side of the OPF.] Folders covering employment terminated after December 31, 1920, excluding those selected by the National Archives and Records Administration for permanent retention. NOTE: Master files and data bases created in central data processing facilities to supplement or replace the OPF's are NOT AUTHORIZED for disposal. Such files MUST be scheduled on an SF 115.	
		A. <u>TRANSFERRED EMPLOYEES</u> RECORD COPY ? HQ - Office of Human Resources and Education	SEE FEDERAL PERSONNEL MANUAL FOR INSTRUCTIONS RELATING TO FOLDERS OF EMPLOYEES TRANSFERRED TO ANOTHER AGENCY. [GRS 1-1a] (N 15-1)
	1	B. <u>SEPARATED EMPLOYEES</u> RECORD COPY ? HQ - Office of Human Resources and Education	TRANSFER FOLDER TO NATIONAL PERSONNEL RECORDS CENTER, ST. LOUIS, MO, 30 DAYS AFTER SEPARATION. NPRC WILL DESTROY 65 YEARS AFTER SEPARATION FROM THE FEDERAL SERVICE [GRS 1 ? 1b]
		C. <u>ALL OTHER OFFICES/COPIES</u>	DESTROY WHEN OBSOLETE OR SUPERSEDED. <DA: N1-255-89-4>

3000	2	TEMPORARY INDIVIDUAL EMPLOYEE RECORDS All copies of correspondence and forms maintained on the LEFT side of the Official Personnel Folder (OPF) in accordance with Chapter 3 of ?The Guide to Personnel Recordkeeping?, EXCLUDING performance-related records.	DESTROY WHEN SUPERSEDED OR OBSOLETE OR UPON SEPARATION OR TRANSFER OF EMPLOYEE, UNLESS SPECIFICALLY REQUIRED TO BE TRANSFERRED WITH THE OPF. [GRS 1-10] (N 15-8)
3050		Equal Opportunity	(see below)
3050 Formerly AFS 3700, Item 3/50 in NPR 1441.1C	2.5	EQUAL EMPLOYMENT OPPORTUNITY (EEO) RECORDS A. <u>AFFIRMATIVE ACTION PLANS (AAP)</u> 1. Agency copy of consolidated AAPs.	DESTROY 5 YEARS FROM DATE OF PLAN. [GRS 1-25h(1)] (N 15-27, N 15-28)
		2. Agency feeder plan to consolidated AAPs.	DESTROY 5 YEARS FROM DATE OF FEEDER PLAN OR WHEN ADMINISTRATIVE PURPOSES HAVE BEEN SERVED, WHICHEVER IS SOONER. [GRS 1-25h(2)]
		3. Report of onsite reviews of AAPs.	DESTROY 5 YEARS FROM DATE OF REPORT. [GRS 1-25h(3)]
		4. Agency copy of annual report of affirmative action accomplishments.	DESTROY 5 YEARS FROM DATE OF REPORT. [GRS 1-25h(4)]
		5. Headquarters compiled reports.	RETIRE TO FRC WHEN PLANS ARE 5 YEARS OLD. DESTROY WHEN 30 YEARS OLD. <DA: N1-255-89-4>

		<p>B. <u>SPECIAL REPORTS</u></p> <p>Reports on specific EEO programs, such as the status of women, minority groups, and mentally handicapped. Employment statistics relating to race and sex.</p>	<p>DESTROY WHEN 5 YEARS OLD. [GRS 1-25f] (N 15-29)</p>
	2.5	<p>C. <u>EQUAL OPPORTUNITY RECORDS</u></p> <p>1. Applications of employees and applicants for employment.</p>	<p>SEE ITEM 13 OF THIS SCHEDULE. [GRS 1-15]</p>
		<p>2. Miscellaneous routine records created by EEO offices not covered elsewhere in this item.</p>	<p>ROUTINE RECORDS ARE REVIEWED PERIODICALLY AND ARE RETAINED OR DESTROYED AS REQUIRED BY THIS NPR OTHERWISE RECORDS IN THIS SERIES ARE DESTROYED WHEN 3 YEARS OLD, OR WHEN SUPERSEDED OR OBSOLETE, WHICHEVER IS APPLICABLE. [GRS 1-25g]</p>
		<p>D. <u>EEO GENERAL</u></p> <p>General correspondence and copies of regulations with related records pertaining to the Civil Rights Act of 1964, the EEO Act of 1972, and any pertinent later legislation; and agency EEO Committee meeting records including minutes and reports.</p>	<p>DESTROY WHEN 3 YEARS OLD, OR WHEN SUPERSEDED OR OBSOLETE, WHICHEVER IS APPLICABLE. [GRS 1-25g]</p>
	PASR	<p>E. <u>EQUAL EMPLOYMENT OPPORTUNITY RECORDS (EEO) ?</u> <u>NASA 10 EEOR</u></p>	
		<p>1. Official Discrimination Complaint Case Files Originating agency's file containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, record of hearings and meetings, and other records as described in EEOC Management Directive 110, Chapter 6, Section III. Cases resolved within the agency, by EEOC, or by a U.S. Court.</p>	<p>DESTROY 4 YEARS AFTER RESOLUTION OF CASE. [GRS 1-25a]</p>

		2. Copies of Complaint Case Files Duplicate case files or documents pertaining to case files retained in official discrimination complaint case files.	DESTROY 1 YEAR AFTER RESOLUTION OF CASE. [GRS 1-25b]
		3. Background Files Background record not filed in the Official Discrimination Complaint Case files. Records documenting complaints that donot develop into Official Discrimination Complaint Cases.	DESTROY 2 YEARS AFTER FINAL RESOLUTION OF CASE [GRS 1-25c]
		4. Compliance Records	
		(a) Compliance Review Files Reviews, background papers, and correspondence relatingto contractor employment practices.	DESTROY WHEN 7 YEARS OLD. [GRS 1-25d(1)]
		(b) EEO Compliance Reports	DESTROY WHEN 3 YEARS OLD. [GRS 1-25d(2)]
3100		Executive Human Resources Management (Senior Executive Service (SES))	(see below)
3100	3 PASR	EXECUTIVE RESOURCES MANAGEMENT SYSTEM ? NASA 10 ERMS Biographical data, education, training, work experience, and career interests of individuals with experience and education unique to the NASA mission in the technical and administrative fields who are	RECORDS ARE RETAINED FOR VARYING PERIODS OF TIME DEPENDING ON THE NEED FOR
	3	considered to be candidates for key positions within NASA.	USE OF THE FILES AND ARE DESTROYED OR OTHERWISE DISPOSED OF WHEN NO LONGER NEEDED. [GRS 20 ? 3b (1)]
3100	4	INTERAGENCY PERSONNEL AGREEMENTS (IPA) Records in this series consist of confidential files which are assignment agreements authorized by the Intergovernmental Personnel Act of 1970, including all correspondence, the IPA form, and any other related documentation and materials. These files are typically filed by individual?s last name and include IPA Form No. 5069 ? 104 plus all associated background documentation.	

		A. <u>RECORD COPYHQ:</u>	RETIRE TO FRC 2 YEARS AFTER TERMINATION DATE OF AGREEMENT. DESTROY WHEN 10 YEARS OLD. <DA: N1 ? 255-89-4>
		B. <u>ALL OTHER OFFICES/COPIES</u>	DESTROY WHEN NO LONGER NEEDED OR WHEN 5 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-89-4>
3100	5	EXECUTIVE POSITION FILES ? PERFORMANCE FILES NOTE: Performance records pertaining to Presidential appointees are not covered under any of these schedule items nor the GRS. Such records, if any, must be scheduled through the local Installation Records Manager and forwarded to the NASA Records Officer for submission and approval to the National Archives and Records Administration. A. <u>NON-SES APPOINTEES</u> (as defined in 5 U.S.C. 4301 (2)) including records on excepted positions.	
		1. Appraisals of unacceptable performance, where a notice of proposed demotion or removal is issued but not effected, and all related documents.	DESTROY AFTER THE EMPLOYEE COMPLETES 1 YEAR OF ACCEPTABLE PERFORMANCE FROM THE DATE OF THE WRITTEN ADVANCE NOTICE OF PROPOSED REMOVAL OR REDUCTION IN GRADE NOTICE. [GRS 1-23(a)(1)]
		2. Performance records superseded through an administrative, judicial, or quasi-judicial procedure.	DESTROY WHEN SUPERSEDED. [GRS 1-23a(2)]

		<p>3. Performance-related records pertaining to a former employee.</p> <p>(a) Latest rating of record 3 years old or less and performance plan upon which it is based and any summary rating.</p>	<p>PLACE RECORDS ON LEFT SIDE OF THE OPF AND FORWARD TO GAINING FEDERAL AGENCY UPON TRANSFER OR TO NPRC IF EMPLOYEE SEPARATES (SEE ITEM 1b OF THIS SCHEDULE). AN AGENCY RETRIEVING AN OPF FROM NPRC WILL DISPOSE OF THESE DOCUMENTS IN</p>
	5		<p>ACCORDANCE WITH ITEM 5A3(b) OF THIS SCHEDULE [GRS 1-23a(3)(a)]</p>
		<p>(b) All other performance plans and ratings.</p>	<p>DESTROY WHEN 4 YEARS OLD. [GRS 1-23a(3)(b)]</p>
		<p>4. All other summary performance appraisal records, including performance appraisals and job elements and standards upon which they are based.</p>	<p>DESTROY 4 YEARS AFTER DATE OF APPRAISAL. [GRS 1-23a(4)]</p>
		<p>5. Supporting documents.</p>	<p>DESTROY 4 YEARS AFTER DATE OF APPRAISAL. [GRS 1-23a(5)]</p>
		<p>B. <u>SES APPOINTEES</u> (as defined in 5 U.S.C. 3132a(2)).</p> <p>1. Performance records superseded through an administrative, judicial, or quasi-judicial procedure.</p>	<p>DESTROY WHEN SUPERSEDED. [GRS 1-23b(1)]</p>

		<p>2. Performance-related records pertaining to a former SES appointee.</p> <p>(a) Latest rating of record that is less than 5 years old, performance plan upon which it is based, and any summary rating.</p>	<p>PLACE RECORDS ON LEFT SIDE OF THE OPF AND FORWARD TO GAINING FEDERAL AGENCY UPON TRANSFER OR TO NPRC IF EMPLOYEE LEAVES FEDERAL SERVICE (SEE ITEM 1b OF THIS SCHEDULE). AN AGENCY RETRIEVING AN OPF FROM NPRC WILL DISPOSE OF THOSE DOCUMENTS IN ACCORDANCE WITH ITEM 5B2(b) OF THIS SCHEDULE.</p> <p>[GRS 1-23b(2)(a)]</p>
		(b) All other performance ratings and plans	<p>DESTROY WHEN 5 YEARS OLD.</p> <p>[GRS 1-23b(2)(b)]</p>
		3. All other performance appraisals, along with job elements and standards (job expectations) upon which they are based, EXCLUDING those for SES appointees serving on a Presidential appointment (5 CFR 214).	<p>DESTROY 5 YEARS AFTER DATE OF APPRAISAL</p> <p>[GRS 1-23b(3)]</p>
		4. Supporting documents.	<p>DESTROY 5 YEARS AFTER DATE OF APPRAISAL.</p> <p>[GRS 1-23b(4)]</p>
3100	6	<p>NASA-CSC EXECUTIVE ASSIGNMENT FILES Standard Form 171 on each NASA employee GS-15 or over together with additional information gleaned from newspaper, house organs. Also in some cases, security and confidential information.</p>	<p>DESTROY 3 YEARS AFTER SEPARATION.</p> <p><DA: N1-255-89-4> (N 15-49)</p>
3200		Personnel Provisions (General)	Contact Center Records Mgr.
3210		Basic Concepts and Definitions	Contact Center Records Mgr.
3211		Veteran's Preference	Contact Center Records Mgr.
3212		Competitive Service and Status	Contact Center Records Mgr.

3213		Excepted Service	Contact Center Records Mgr.
3230		Organization of the Government for Personnel Management	Contact Center Records Mgr.
3250		Personnel Management in Agencies	Contact Center Records Mgr.
3270		Direction and Control of the Personnel Program	Contact Center Records Mgr.
3271		Developing Policies, Procedures, Program, and Standards	Contact Center Records Mgr.
3272		Personnel Policy Formulation and Personnel Issuances	Contact Center Records Mgr.
3273		Inspections, Surveys, and Audits	(see below)
3273	7	MANPOWER SURVEY FILES Documents relating to appraisals, either onsite or by other review procedures, such as Manpower Audit Director's Review of Laboratories and Staff Offices.	DESTROY 5 YEARS AFTER APPRAISAL IS CONDUCTED <DA: NI-255-89-4> (N 1-35)
3274		Corrective Actions	Contact Center Records Mgr.
3275		Evaluation of Personnel Programs	Contact Center Records Mgr.
3280		Military Personnel	Contact Center Records Mgr.
3290		Personnel Records and Processing	(see below)
3290	8	NOTIFICATIONS OF PERSONNEL ACTIONS Standard Form 50 documenting initial employment, promotions, transfers, in or out, separation, and notification of all other individual personnel actions, exclusive of those in the Official Personnel Folders, including copies or equivalent, not filed in OPF.	
		A. Chronological file copies, including fact sheets, maintained in personnel offices.	DESTROY WHEN 2 YEARS OLD. [GRS 1-14a] (N 15-15)
		B. All other copies maintained in personnel offices.	DESTROY WHEN 1 YEAR OLD. [GRS 1-14b]

		C. Pay or fiscal copy. (NOT filed in OPF)	DESTROY WHEN RELATED PAY RECORDS ARE AUDITED BY GAO OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER. [GRS 2-22c, 2-23a] (N 4-5)
3290	9	DUPLICATE COPIES ? PERSONNEL FILES (MAINTAINED OUTSIDE PERSONNEL OFFICES) Copies of documents duplicated in the OPF and not provided for elsewhere in this schedule (including employees and military detailees).NOTE: Official file copies are maintained by personnel office.	
		A. <u>SUPERVISOR'S PERSONNEL FILES</u> Correspondence, memoranda, forms and other records relating to positions, authorizations, pending actions, copies of position descriptions; requests for personnel action, and records on individual employees duplicated in or not appropriate for the OPF.	REVIEW ANNUALLY AND DESTROY SUPERSEDED OR OBSOLETE DOCUMENTS; OR DESTROY ALL DOCUMENTS RELATING TO AN INDIVIDUAL EMPLOYEE 1 YEAR AFTER SEPARATION OR TRANSFER. [GRS 1-18a] (N 15-19)
		B. <u>DUPLICATES</u> Other copies of documents duplicated in OPF's not provided for elsewhere in this schedule.	DESTROY WHEN 6 MONTHS OLD [GRS 1-18b]
3291		Personnel Reports	Contact Center Records Mgr.
3292		Development of Personnel Statistics	(see below)
3292	10	STATISTICAL DATA / REPORT FILES A. <u>MANPOWER DATA</u> Reports compilation or other documents created to provide a source of statistical data for use in manpower control activities.	DESTROY WHEN 5 YEARS OLD. <DA: N1-255-89-4> (N 1-34)

		B. <u>PERSONNEL OPERATIONS</u> Statistical reports in the operating personnel office and subordinate units relating to personnel.	DESTROY WHEN 2 YEARS OLD. [GRS 1-16] (N 15-17)
3292	11	EMPLOYEE RECORD CARDS Employee record cards used for information purposes outside personnel offices (such as SF 7-B, or Agency internal form).	DESTROY ON SEPARATION OR TRANSFER OF EMPLOYEE. [GRS 1-6] (N 15-5)
3293		Personnel Records and Files	Contact Center Records Mgr.
3294		Release of Personnel Information	Contact Center Records Mgr.
3295		Personnel Forms and Documents	Contact Center Records Mgr.
3296		Processing Personnel Actions	Contact Center Records Mgr.
3300		Employment (General)	(see below)
3300	12	COMPETITIVE PLACEMENT PLAN (CCP) FILES Records consist of files used to advertise vacancy announcements and other related documentation which may include but is not limited to the announcement, materials related to the job/position selection, and the vacancy itself.	RETAIN ON-SITE WITHIN THE PERSONNEL OFFICE AND DESTROY WHEN 2 YEARS OLD. <DA: N1-255-89-4>
3300	13	EMPLOYMENT APPLICATIONS Applications (Standard Form 171, OF 612, etc.) and related records, EXCLUDING records relating to appointments requiring Senatorial confirmation and applications resulting in appointment which are filed in the OPF.	DESTROY UPON RECEIPT OF OPM INSPECTION REPORT OR WHEN 2 YEARS OLD, WHICHEVER IS EARLIER. [GRS 1-15] (N 15-16)
3300	14	NASA SPECIAL EMPLOYMENT PROGRAM FILES Applications and correspondence for student aids, summer employees, and co-ops.	DESTROY WHEN 2 YEARS OLD. <DA: N1-255-89-4> (N 15-50)

3300	15	UTILIZATION REPORTS ? EXPERTS AND CONSULTANTS Quarterly and annual reports to OPM relating to the employment and utilization of experts and consultants.	RETAIN UNTIL EXAMINED BY OPM OR DESTROY WHEN 10 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-89-4>
3300	16	CERTIFICATE OF ELIGIBLES FILES Copies obtained from OPM of certificates of eligibles with related requests, forms, correspondence, and statement of reasons for passing over a preference eligible and selecting a non-preference eligible.	DESTROY WHEN 2 YEARS OLD. [GRS 1-5] (N 15-4)
3300	17	SERVICE RECORD CARD Service Record Card (Standard Form 7 or its equivalent). Cards showing service records of employees separated or transferred.	
	17	A. Cards for employees separated or transferred on or before December 31, 1947.	TRANSFER TO NPRC, ST. LOUIS, MO. DESTROY 60 YEARS AFTER EARLIEST PERSONNEL ACTION DATE. [GRS 1-2a] (N 15-2)
		B. Cards for employees separated or transferred on or after January 1, 1948.	DESTROY 3 YEARS AFTER SEPARATION OR TRANSFER OF EMPLOYEE. [GRS 1-2b]
3300	18	OUTSIDE EMPLOYMENT FILES Documents relating to outside work or services performed by NASA employees in addition to their official duties.	DESTROY 3 YEARS AFTER TERMINATION OF APPROVED EMPLOYMENT OR 3 YEARS AFTER DISAPPROVAL OF OUTSIDE EMPLOYMENT. <DA: N1-255-89-4> (N 15-24)

3300	19PASR	SPECIAL PERSONNEL RECORDS ? NASA 10 SPER <p>Individuals covered by this system of records are candidates for and recipients of awards or NASA training, civilian and active duty military detailees to NASA; participants in enrollee programs; Faculty, Science, National Research Council and other Fellows, Associates and Guest Workers including those at NASA Centers but not on NASA rolls; NASA contract and grant awardees and their associates having access to NASA premises and records; individuals with interest in NASA matters including Advisory Committee Members; and prospective employees. Categories include:</p> <ul style="list-style-type: none"> · Special Program Files. · Correspondence and related information to these files. · Special records and rosters. · Agencywide and installation automated personnel information. 	"10 SPER" RECORDS ARE NOT AUTHORIZED FOR DISPOSAL AT THIS TIME. PAPER RECORDS ARE RETAINED ON SITE AND ARE DESTROYED OR TRANSFERRED IN ACCORDANCE WITH THE SPECIFIC RECORD SERIES IDENTIFIED IN THIS SCHEDULE. 10 PAYS RECORDS ? SEE SCHEDULE 9 (NOTE THESE RECORDS ARE RETAINED FROM 1 TO 3 YEARS DEPENDING ON GAO AUDIT AND/OR DESTROYED OR TRANSFERRED TO NPRC). <DA: N1-255-89-4>
3301		Overseas Employment	Contact Center Records Mgr.
3302		Employment in the Excepted Services	Contact Center Records Mgr.
3303		Military Service Obligation and Draft Deferment	Contact Center Records Mgr.
3304		Employment of Experts and Consultants	Contact Center Records Mgr.
3305		Dual Employment and Dual Compensation	Contact Center Records Mgr.
3306		Personal Service Contracts	Contact Center Records Mgr.
3307		Detailees	Contact Center Records Mgr.
3310		Authority for and Tenure of Employment	Contact Center Records Mgr.
3311		Power of Appointment and Removal	(see below)

3311	20	OFFERS OF EMPLOYMENT (APPOINTMENT) Correspondence, letters, and telegrams offering appointments to potential employees. A. <u>ACCEPTED OFFERS</u>	DESTROY WHEN APPOINTMENT IS EFFECTIVE. [GRS 1-4a] (N 15-3)
	20	B. <u>DECLINED OFFERS</u> 1. When name is received from certificate of eligibles.	RETURN TO OPM WITH REPLY AND APPLICATIONS. [GRS 1-4b(1)]
		2. Temporary or excepted appointment.	FILE WITH APPLICATION (SEE ITEM 13 OF THIS SCHEDULE). [GRS 1-4b(2)]
		3. All others.	DESTROY IMMEDIATELY. [GRS 1-4b(3)]
3312		Position Control	(see below)
3312	21	MANPOWER REPORTS A. <u>AUTHORIZATION FILES</u> Documents and supporting papers relating to the allocation of manpower spaces to successive echelons.	
		1. Office of Primary Responsibility.	*PERMANENT* RETIRE TO FRC WHEN 3 YEARS OLD. TRANSFER TO NARA WHEN 10 YEARS OLD. <DA: N1-255-89-4> (N 1-36)
		2. All other offices/copies.	DESTROY WHEN OBSOLETE OR SUPERSEDED. <DA: N1-255-89-4>
		B. <u>REPORTS</u> Reports from Centers to NASA Headquarters concerning manpower, and all related papers.	

		1. Centers.	RETIRE TO FRC WHEN 3 YEARS OLD. DESTROY WHEN 10 YEARS OLD. <DA: N1-255-89-4> (N 1-37)
		2. Headquarters. (SEE ITEM C. BELOW)	DESTROY WHEN 2 YEARS OLD <DA: N1-255-89-4>
		C. <u>HEADQUARTERS</u> Reports compiled from information received from Centers (See B. above)	
		1. Headquarters ? Agency Level.	*PERMANENT* OPR: RETIRE TO FRC WHEN 5 YEARS OLD. TRANSFER TO NARA WHEN 10 YEARS OLD. <DA: N1-255-89-4> (N 1-38)
		2. All other offices/copies.	DESTROY WHEN NO LONGER NEEDED FOR REFERENCE USE, OR WHEN 5 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-89-4>
3315		Career and Career-Conditional Employment	(see below)
3315	22	PUBLIC SERVICE CAREERS EMPLOYEES FILES A. <u>INDIVIDUALS</u> School evaluations, supervisory evaluations, and test scores. B. <u>PROGRAMS</u> Correspondence with Civil Service Commission, Department of Labor Southwest Training Center.	DESTROY WHEN 3 YEARS OLD <DA: N1-255-89-4> (N 15-51) DESTROY WHEN 3 YEARS OLD. <DA: N1-255-89-4>
3316		Temporary and Indefinite Employment	(see below)

3316	23	TEMPORARY INDIVIDUAL EMPLOYEE RECORDS All copies of correspondence and forms maintained on the left side of the Official Personnel Folder in accordance with Chapter 3 of ?The Guide to Personnel Recordkeeping?, EXCLUDING performance related records.	DESTROY WHEN SUPERSEDED OR OBSOLETE, OR UPON SEPARATION OR TRANSFER OF EMPLOYEE, UNLESS SPECIFICALLY REQUIRED TO BE TRANSFERRED WITH THE OPF. [GRS 1-10a] (N 15-8)
3317		Senior Executive Service Career Appointee Merit Staffing	Contact Center Records Mgr.
3319		Management of Senior Scientific and Technical and Other Senior Level Positions	Contact Center Records Mgr.
3330		Recruitment, Selection, and Placement	(see below)
3330	24	NASA OUTPLACEMENT PROGRAM Applications, resumes, vacancy announcements and related correspondence.	DESTROY 2 YEARS AFTER REGISTRATION <DA: N1-255-89-4> (N 15-47)
3331		Organization for Recruitment and Examining	Contact Center Records Mgr.
3332		Recruitment and Selection Through Competitive Examination	Contact Center Records Mgr.
3333		Recruitment and Selection for Temporary and Term Appointment Outside the Register	Contact Center Records Mgr.
3334		Personnel Mobility Agreements Under Title IV of the Intergovernmental Personnel Act (IPA) of 1970	Contact Center Records Mgr.
3335		Promotion and Internal Placement	(see below)
3335	25	PROMOTION REGISTER FILES Registers or records of job opportunities, application and evaluation statements, and all related papers.	DESTROY WHEN 2 YEARS OLD. <DA: N1-255-89-4> (N 15-25)
3335	26	REPROMOTION CONSIDERATION FILES Applications and correspondence to and from repromotion eligibles.	DESTROY AFTER REPROMOTION IS ACCOMPLISHED. <DA: N1-255-89-4> (N 15-45)

3337		Examining System	Contact Center Records Mgr.
3338		Qualification Requirements -- General	Contact Center Records Mgr.
3339		Qualification Requirements -- Medical	Contact Center Records Mgr.
3340		Transfers	Contact Center Records Mgr.
3350		Job Retention	(see below)
3350	27	LENGTH OF SERVICE AND SICK LEAVE AWARD FILES Records including correspondence, memoranda reports, computations of service and sick leave, and list of awardees.	DESTROY WHEN 1 YEAR OLD. [GRS 1-12b]
	28	Reserved	
3350	29	CIVILIAN SERVICE EMBLEM CONTROL FILE Records maintained to control the record of eligibility for an award of civilian service emblems.	DESTROY WHEN 3 YEARS OLD. <DA: N1-255-89-4> (N 15-13)
3351		Reduction in Force (RIF)	Contact Center Records Mgr.
3352		Reemployment Rights	(see below)
3352	30	REEMPLOYMENT PRIORITY FILES Applications, exceptions, and correspondence related to reemployment.	DESTROY WHEN 2 YEARS OLD. <DA: N1-255-89-4> (N 15-46)
3353		Restoration after Military Duty	Contact Center Records Mgr.
3400		Employee Performance and Utilization	(see below)
3400	31	PERFORMANCE AND COMPETENCE FILES Copies of case files (duplicates) of performance rating boards or review, and acceptable level of competence reconsiderations, copies of which have been forwarded to OPM.	DESTROY 1 YEAR AFTER CASE IS CLOSED. [GRS 1-9] (N 15-10)

3400	32	<p>Ph.D. THESES FILES ? NASA HEADQUARTERS ONLY</p> <p>Individual copies of dissertations resulting from NASA predoctoral traineeship program. No other copies are retained.</p>	<p>RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 5 YEARS OLD. <DA: N1-255-89-4></p>
3400	33	<p>TRAINING RECORDS/FILES ? GENERAL</p> <p>EXCLUDING records of formally established schools which train Agency employees in specialized program areas, such as law enforcement and national defense.</p> <p>A. <u>ANNOUNCEMENT FILES</u></p> <p>Correspondence, announcements, reference file of pamphlets, notices, catalogs, and other records relating to or which provides information to training courses or programs offered by government or non-government organizations/institutions, but are not a part of a separate case file.</p>	
		1. Office responsible for announcements.	<p>DESTROY WHEN 5 YEARS OLD OR WHEN SUPERSEDED OR OBSOLETE, WHICHEVER IS SOONER. [GRS 1-20(b)] (N 15-40)</p>
		2. All other offices/copies.	<p>DESTROY WHEN NO LONGER NEEDED OR WHEN SUPERSEDED OR OBSOLETE, OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-89-4></p>
		<p>B. <u>ROSTERS</u></p> <p>1. Rosters or training attendance lists from training courses or programs offered by government or non-government institutions in any media, hardcopy or electronic.</p>	<p>DESTROY WHEN NO LONGER NEEDED OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-00-2></p>

33		<p>2. Rosters or registers (ASEE/LARSS) (LaRC ONLY).</p> <p>These are the records for the two summer programs sponsored by the Office of University Affairs at Langley Research Center. [ASEE = American Society of Engineering Education] [LARSS = Langley Aerospace Summer Scholars Program]</p>	<p>DESTROY WHEN NO LONGER NEEDED OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER.</p> <p><DA: N1-255-89-4></p>
		<p>3. Electronic copies of records that are created on electronic mail and wordprocessing systems and used solely to generate a recordkeeping copy of the records.</p>	<p>DESTROY/DELETE AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.</p> <p><DA: N1-255-00-2></p>
		<p><u>C. CONTRACT TRAINING FILES</u></p> <p>1. Copies of contracts, correspondence, approvals, waivers, and other documents relating to NASA employees training under contracts.</p>	<p>DESTROY WHEN 3 YEARS OLD OR 3 YEARS AFTER COMPLETION OF A SPECIFIC TRAINING PROGRAM.</p> <p><DA: N1-255-00-2> (N 15-32)</p>
		<p>2. Background, working papers, announcements, and arrangements of subject contract training.</p>	<p>DESTROY WHEN 3 YEARS OLD.</p> <p><DA: N1-255-89-4></p>
		<p>3. Electronic copies of records that are created on electronic mail and wordprocessing systems and used solely to generate a recordkeeping copy of the records.</p>	<p>DESTROY/DELETE AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.</p> <p><DA: N1-255-00-2></p>
		<p><u>D. NON-CONTRACT TRAINING FILES</u></p> <p>Applications, acceptances, and all other documents relating to non- contract training of NASA employees.</p>	<p>DESTROY WHEN 3 YEARS OLD.</p> <p><DA: N1-255-89-4> (N 15-33)</p>
		<p><u>E. TRAINING AIDS</u></p> <p>All training aids, including the record copy of manuals, syllabuses, textbooks, and other original training aids developed by the Agency, either published or unpublished, in instructing NASA training courses.</p>	

		1. Unique or significant training material(s) developed specifically for use in NASA training courses that would be unique to the Agency. (i.e., Astronaut; Shuttle processing; Payload processing; On-board Flight crew training; etc.)	PERMANENT RETIRE TO FRC WHEN SUPERSEDED, OBSOLETE, OR WHEN NO LONGER USED. TRANSFER TO NARA WHEN 10 YEARS OLD. <DA: N1-255-89-4> (N 15-39)
		2. Routine or copies of training materials used to teach an Agency sponsored training class.	DESTROY WHEN SUPERSEDED OR OBSOLETE OR WHEN 5 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-89-4>
		3. All other copies.	DESTROY WHEN NO LONGER NEEDED OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-89-4>
	33	<u>F. AGENCY-SPONSORED TRAINING FILES</u> General file of agency-sponsored training, EXCLUDING record copy of manuals, syllabuses, textbooks, and other training aids developed by the Agency (see E. above).	
		1. Correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans, and objectives relating to the establishment and operation of training, courses, and conferences.	DESTROY WHEN 5 YEARS OLD OR 5 YEARS AFTER COMPLETION OF A SPECIFIC TRAINING PROGRAM. [GRS 1-29a(1)]
		2. Background and working files.	DESTROY WHEN 3 YEARS OLD. [GRS 1-29a(2)]
		<u>G. TECHNICAL TRAINING</u> 1. Case files on NASA personnel participating in technical training programs not covered in 2 below.	DESTROY 5 YEARS AFTER EMPLOYEE DISCONTINUES OR COMPLETES TRAINING. <DA: N1-255-89-4> (N 15-38)

		2. Case files related to NASA and contractor personnel participating in NASA-required training programs for certification, such as soldering, optics, flight controllers, divers, etc. Records may include statements of certification, sign off documents, and task experience.	DESTROY 5 YEARS AFTER SEPARATION OF EMPLOYEE OR WHEN NO LONGER NEEDED. <DA: N1-255-00-2>
		3. Electronic copies of records that are created on electronic mail and wordprocessing systems and used solely to generate a recordkeeping copy of the records.	DESTROY/DELETE AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED. <DA: N1-255-00-2>
		H. <u>ON-THE-JOB TRAINING (OJT)</u> Employee training plans or substantial equivalent record maintained to identify required skill or task training requirements and to document developmental assignments, OJT, or other training. These are general training requirements other than technical/certification training (see paragraph G. above). Cutoff date is date of document.	
		1. Recordkeeping copy (paper).	DESTROY ON TRANSFER OR SEPARATION OF EMPLOYEE, OR WHEN 5 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-99-1>
		2. Electronic copy.	DELETE AFTER RECORDKEEPING COPY HAS BEEN PRODUCED. <DA: N1-255-99-1>
3410		Employee Development (Training)	(see below)
3410	34	TRAINING AGREEMENT FILES Agreements between Civil Service Commission (CSC) and NASA pertaining to training, training standards, and all related documents.	DESTROY 3 YEARS AFTER TERMINATION OF AGREEMENT. <DA: N1-255-89-4> (N 15-34)

3410	35	<p>COOPERATIVE TRAINING FILES</p> <p>A. <u>GENERAL TRAINING CASE FILES</u> (not covered in Items 1b-d)</p> <p>by trainee showing history of training and all related documentation.</p>	<p>DESTROY RECORDS 3 YEARS AFTER TRAINEE CEASES TRAINING. <DA: N1-255-92-10> (N 15-35)</p>
		<p>B. <u>SECRETARIAL CO-OP FILES</u> (2-year program)</p> <p>Files consist of documentation and materials related to students in the program and are considered training records. Case files may consist of, but are not limited to, copies of the following documentation: SF 52?s, transcripts; progress reports from supervisors; and any other documentation related to the individual in the program.</p>	<p>RECORDS MAY BE RETIRED TO FRC WITHIN 1-YEAR AFTER COMPLETION OF THE PROGRAM. DESTROY RECORDS WHEN 3 YEARS OLD (PROGRAM RECORDS WILL THEN BE 5 YEARS OLD). <DA: N1-255-92-10></p>
		<p>C. <u>APPRENTICESHIP PROGRAM</u> (5-year program)</p> <p>Files consist of documentation and materials related to students in the program and are considered training records. Case files consist of, but are not limited to, copies of the following documentation: SF 52?s; transcripts; progress reports from supervisors; and any other documentation related to the individual in the program.</p>	<p>RECORDS MAY BE RETIRED TO FRC 1 YEAR AFTER COMPLETION OF THE PROGRAM. DESTROY 3 YEARS AFTER COMPLETION OR TERMINATION OF THE PROGRAM. (PROGRAM RECORDS WILL THEN BE 8 YEARS OLD.) <DA: N1-255-92-10></p>
		<p>D. <u>ENGINEERING AND ADMINISTRATIVE CO-OPS (PROFESSIONAL) CASE FILES</u> (5-year program) (LaRC ONLY)</p> <p>Records in this series consist of SF 52?s; copies of 171?s; transcripts; progress reports; supervisory comments and/or recommendations; and certificates of completion of the program.</p>	<p>RECORDS MAY BE RETIRED TO FRC 1 YEAR AFTER COMPLETION OF THE PROGRAM. DESTROY RECORDS 5 YEARS AFTER COMPLETION OR TERMINATION OF THE PROGRAM (PROGRAM RECORDS WILL THEN BE 10 YEARS OLD). <DA: N1-255-92-10></p>

3410	36	COOPERATIVE PROGRAM SUMMARY FILES (LaRC ONLY) Records in this series consist of profile sheets (cards) that contain information on individuals for files that have been destroyed. These records are summary cards of their history and information originally contained in the case files identified as ?Secretarial; Apprenticeship Program; and Engineering and Administrative Co-Ops.? These records are not the case file records. Records can exist in either paper or electronic format (including but not limited to printouts and data maintained on personal computers).	DESTROY RECORDS WHEN 25 YEARS OLD, REGARDLESS OF MEDIUM IN WHICH MAINTAINED. <DA: N1-255-92-16>
3410	37	GRADUATE STUDY PROGRAM RECORDS Records in this series consist of case files of individuals who apply to graduate programs and are accepted. Files may contain copies of transcripts, 171?s, letters of authorization to take courses, registration, and applications for graduate study. This is considered a working file and includes records in the Professional Co-Op Educational Training Program (CPETP); the Professional Entrance Training Program (PETP); and the Administrative Training Program (ATP).	RETIRE TO FRC 2 YEARS AFTER COMPLETION OR TERMINATION OF STUDY PROGRAM. DESTROY 8 YEARS AFTER COMPLETION OR TERMINATION OF THE PROGRAM. <DA: N1-255-92-11>
3410	38	TRAINING ? REPORT FILES A. Reports form Centers to NASA Headquarters concerning training and all related papers.	
		1. Centers.	DESTROY WHEN 3 YEARS OLD. <DA: N1-255-89-4> (N 15-37)
		2. Headquarters.	DESTROY WHEN 2 YEARS OLD. <DA: N1-255-89-4>
		B. Reports compiled from information received from Centers (item A. above).	

		1. Centers and all other offices/copies	DESTROY WHEN NO LONGER NEEDED OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-89-4> (N 15-36)
		2. Headquarters.	DESTROY WHEN 5 YEARS OLD. <DA: N1-255-89-4>
3430		Performance Evaluation (Appraisals)	Contact Center Records Mgr.
3450		Employee Recognition and Incentives	Contact Center Records Mgr.
3451		Incentive Awards	(see below)
3451	39	AWARDS PUBLICITY FILES Documents used in publicizing or encouraging participation in awards programs, including posters, cartoons, placards, and all other means of obtaining attention and announcing results of the programs and all other related papers.	DESTROY WHEN 3 YEARS OLD. <DA: N1-255-89-4> (N 15-14)
3451	40	AWARDS AND PROGRAM FILES ? EMPLOYEE_ A. <u>AWARD CASE FILES</u>	
		1. Case files including recommendations, approved nominations, memoranda, correspondence, reports and related handbooks pertaining to Agency-sponsored cash and noncash awards, such as incentive awards, within-grade merit increases, suggestions, and outstanding performance awards.	DESTROY 2 YEARS AFTER APPROVAL OR DISAPPROVAL. [GRS 1-12a(1)]
	40	2. Correspondence or memoranda pertaining to awards from other government agencies or private organizations.	DESTROY WHEN 2 YEARS OLD. [GRS 1-12a(2)]
		3. Reports pertaining to the operation of the Incentive Awards Program. Including statistical data and other documentation pertaining to the program.	DESTROY WHEN 3 YEARS OLD. [GRS 1-13]
		B. <u>LENGTH OF SERVICE AND SICK LEAVE AWARD FILES</u>	SEE ITEM 27 OF THIS SCHEDULE.

		<p><u>C. LETTERS OF COMMENDATION AND APPRECIATION</u></p> <p>Copies of letters recognizing length of service and retirement, and letters of appreciation and commendation for performance, EXCLUDING copies filed in the OPF.</p>	<p>DESTROY WHEN 2 YEARS OLD. [GRS 1-12c]</p>
		<p><u>D. AGENCY AWARD NOMINATIONS</u></p> <p>Records consist of lists or indexes of nominees and/or winners to Agency Award Nominations.</p>	<p>DESTROY WHEN SUPERSEDED OR OBSOLETE. [GRS 1-12d]</p>
		<p><u>E. DEPARTMENT LEVEL AWARD FILES</u></p> <p>Records relating to awards made at the Departmental level or higher, i.e., Secretary's Awards, Presidential.</p>	<p>RETIRE TO FRC WHEN 5 YEARS OLD. DESTROY WHEN 15 YEARS OLD. <DA: N1-255-89-4</p>
		<p><u>F. BENEFICIAL SUGGESTIONS</u></p> <p>Suggestions and reports made thereon and related to.</p>	<p>DESTROY WHEN 2 YEARS OLD. <DA: N1-255-89-4> (N 1-91)</p>
		<p><u>G. SPACE FLIGHT AWARENESS PROGRAM AWARDS</u></p> <p>Case file, including approved nomination and related correspondence, for each award, such as Snoopy, Launch Honoree, and other Flight Awareness Program awards. Cutoff date is date of document.</p>	<p>HANDLE AS PERMANENT PENDING RETENTION APPROVAL.</p>
3452		Suggestion System	Contact Center Records Mgr.
3500		Position Classification, Pay, and Allowances	(see below)
3500	41	<p>POSITION DESCRIPTIONS</p> <p>Files describing established positions including information on title, series, grade, duties and responsibilities.</p>	
		<p><u>A. RECORD COPY</u></p>	<p>DESTROY 2 YEARS AFTER POSITION IS ABOLISHED OR DESCRIPTION SUPERSEDED. [GRS 1-7b] (N 15-6)</p>

		B. <u>ALL OTHER OFFICES/COPIES</u>	DESTROY WHEN POSITION IS ABOLISHED OR DESCRIPTION SUPERSEDED OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-89-4>
3500	42	CLASSIFICATION RECORDS A. <u>SURVEYS</u>	
		1. Classification survey reports on various positions prepared by classification specialists, including periodic reports.	DESTROY WHEN 3 YEARS OLD OR 2 YEARS AFTER REGULAR INSPECTION, WHICHEVER IS SOONER. [GRS 1-7c(1)] (N 15-21)
		2. Inspection, audit and survey files including correspondence, reports, and other records relating to inspections, surveys, desk audits, and evaluations.	DESTROY WHEN OBSOLETE OR SUPERSEDED. [GRS 1-7c(2)]
		B. <u>APPEALS</u>	
		1. Case files relating to classification appeals, excluding OPM classification certificate.	DESTROY 3 YEARS AFTER CASE IS CLOSED. [GRS 1-7d(1)]
		2. Certificates of classification issued by OPM.	DESTROY AFTER AFFECTED POSITION IS ABOLISHED OR SUPERSEDED. [GRS 1-7d(2)]
3500	43	LEVY AND GARNISHMENT FILES Official Notice of Levy or Garnishment (IRS Form 668A or equivalent), change slip, work papers, correspondence, release and other forms, and other records relating to charge against retirement funds or attachment of salary for payment of back income taxes or other debts of Federal employees.	DESTROY 3 YEARS AFTER GARNISHMENT IS TERMINATED. [GRS 2-18] (N 4-17)
3510		Position Classification and Job Evaluation	(see below)

3510	44	POSITION IDENTIFICATION STRIPS Strips such as the former Standard Form 7D used to provide summary data on each position occupied.	DESTROY WHEN SUPERSEDED OR OBSOLETE.[GRS 1-11] (N 15-9)
3511		Position Classification Under the Classification Act System	Contact Center Records Mgr.
3512		Job Evaluation Under Prevailing Rate System	Contact Center Records Mgr.
3513		Employee Classification Appeals	Contact Center Records Mgr.
3515		Classification ? Excepted Positions	Contact Center Records Mgr.
3530		Pay Rates and Systems (General)	(see below)
3530	45	PAY TABLES Records and files consisting of ?official? record sets of pay tables.	DESTROY UPON DISCONTINUANCE AND DISESTABLISHMENT OF INSTALLATION. <DA: N1-255-89-4> (N 4-19)
3531		Pay Under the Classification Act System	Contact Center Records Mgr.
3532		Pay Under Prevailing Rate System	Contact Center Records Mgr.
3534		Pay Under Other Systems	Contact Center Records Mgr.
3537		Critical Position Pay Authority	Contact Center Records Mgr.
3539		Conversions Between Pay Systems	Contact Center Records Mgr.
3550		Pay Administration (General)	(see below)
3550	46	PAYROLL RECORDS A. <u>ADMINISTRATIVE REPORT FILES</u> Reports, statistics, with supporting and related records pertaining to payroll operations and pay administration.	
		1. Reports and data used for workload and personnel management purposes.	DESTROY WHEN 2 YEARS OLD. [GRS 2-22b]

		2. Reports providing fiscal information on agency payroll.	DESTROY AFTER GAO AUDIT OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER. [GRS 2-22c]
		3. Error reports, ticklers, system operation reports.	DESTROY WHEN RELATED ACTIONS ARE COMPLETED OR WHEN NO LONGER NEEDED, NOT TO EXCEED 2 YEARS. [GRS 2-22a]
		4. All other reports and data.	DESTROY WHEN 3 YEARS OLD. [GRS 2-22]
		B. <u>PAYROLL FILES INCLUDING:</u> PAYROLL CONTROL FILES PAYROLL CHANGE FILES	SEE SCHEDULE 9 FINANCIAL MANAGEMENT RECORDS
3550	47PASR	PAYROLL SYSTEM ? NASA 10 PAYS Records in this system include payroll, employee leave, insurance, labor and human resource distribution, and overtime information.	RECORDS ARE RETAINED FOR AUDIT BY THE GENERAL ACCOUNTING OFFICE AND ARE TRANSFERRED TO THE NATIONAL PERSONNEL RECORDS CENTER, 111 WINNEBAGO STREET, ST. LOUIS, MO 63118, ANYWHERE FROM 1 TO 3 YEARS. THOSE TRANSFERRED TO NPRC WILL BE DESTROYED WHEN 10 YEARS OLD BY NPRC. SEE EACH RECORD CATEGORY WITHIN THIS SCHEDULE FOR SPECIFIC INSTRUCTIONS ON EACH RECORD SERIES. [GRS 2]
3553		Waiver of Pay/Retirement Reduction for Military or Civilian Retirees	Contact Center Records Mgr.
3571		Travel and Transportation for Recruitment	Contact Center Records Mgr.

3590		Allowances and Differentials	Contact Center Records Mgr.
3591		Allowances and Differentials Payable in Non-Foreign Areas	Contact Center Records Mgr.
3592		Overseas Allowances and Post Differentials	Contact Center Records Mgr.
3593		Subsistence, Quarters, and Laundry	Contact Center Records Mgr.
3594		Allowances for Uniforms	Contact Center Records Mgr.
3600		Time and Attendance	(see below)
3600	48	TIME AND ATTENDANCE REPORTS A. All time and attendance records upon which leave input data is based, such as time or sign-in sheets; time cards (i.e., OF 1130); flexitime records; leave applications for jury and military duty, authorized premium pay or overtime, maintained at duty post. Records may be in either machine readable or paper form.	
		1. Payroll preparation and processing copies.	DESTROY AFTER GAO AUDIT OR WHEN 6 YEARS OLD, WHICHEVER IS SOONER. [GRS 2-7] (N 4-2)
		2. All other copies (including those as maintained by timekeepers). Records in either paper or machine readable form used to input time and attendance data into a payroll system, maintained either by the Agency or a payroll processor (separate company/organ).	DESTROY AFTER GAO AUDIT OR WHEN 6 YEARS OLD, WHICHEVER IS SOONER. [GRS 2-8]
		B. Flexitime Attendance RecordsSupplemental time and attendance records, such as sign-in/sign-out sheets and work reports, used for time accounting under Flexitime systems.	SEE DISPOSITION A.2 ABOVE.
3610		Hours of Duty	Contact Center Records Mgr.
3630		Absence and Leave	(see below)

3630	49	LEAVE RECORDS A. <u>LEAVE REQUESTS/APPLICATIONS</u> Application for leave, SF 71, or equivalent and supporting papers relating to request for and approval of taking leave.	
		1. If timecard or equivalent has been initialed by employee.	DESTROY AT END OF FOLLOWING PAY PERIOD. [GRS 2-6a] (N 4-3)
		2. If timecard or equivalent has <u>not</u> been initialed by employee.	DESTROY AFTER GAO AUDIT OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER [GRS 2-6b]
		B. <u>LEAVE DATA FILES</u> Record of employee leave, such as SF 1150, prepared upon transfer or separation.	
		1. Original copy of SF 1150.	FILE ON RIGHT SIDE OF OPF. SEE ITEM 1 OF THIS SCHEDULE. [GRS 2-9a] (N 4-4)
		2. Creating Agency copy, when maintained.	DESTROY WHEN 3 YEARS OLD. [GRS 2-9b]
	49	C. <u>DONATED LEAVE PROGRAM</u> Case files documenting the receipt and donation of leave for medical emergencies, including recipient applications, Agency approvals or denials, medical or physician certifications, leave donation records or OF 630-A, supervisor/timekeeper approvals, leave transfer records, payroll notification records, and leave program termination records.	BEGINNING IN JANUARY 1994, DESTROY CLOSED CASES ONE YEAR AFTER THE END OF THE YEAR IN WHICH THE FILES ARE CLOSED. [GRS 1-37]
See Item 3/49C		D. <u>DONATED LEAVE PROGRAM</u>	
3700		Personnel Relations and Services	(see below)
See AFS 3050, Item 3/2.5	50	EQUAL EMPLOYMENT OPPORTUNITY (EEO) RECORDS	

3700	51	COMMENDATION/COMPLAINT CORRESPONDENCE FILES Anonymous letters, letters of commendation, complaint, criticism, and suggestions and replies thereto, excluding those on the basis of which investigations were made or administrative action taken and those incorporated into individual personnel records.	DESTROY WHEN 3 MONTHS OLD.[GRS 14-5]
3710		Personnel Relations	(see below)
3710	52	LABOR MANAGEMENT RELATIONS RECORDS A. <u>GENERAL RECORDS/CASE FILES</u> Correspondence, memoranda, reports and other records relating to the relationship between management and employee unions or other groups.	
		1. Office negotiating agreement.	DESTROY 5 YEARS AFTER EXPIRATION AGREEMENT. [GRS 1-28a(1)] (N 15-44)
		2. Other offices.	DESTROY WHEN SUPERSEDED OR OBSOLETE. [GRS 1-28a(2)]
		B. <u>LABOR ARBITRATION</u> (General) and Case Files Correspondence, forms, and background papers relating to labor arbitration cases.	DESTROY 5 YEARS AFTER FINAL RESOLUTION OF CASE [GRS 1-28b]
		C. <u>LABOR RELATION FILES</u> ? Work Stoppages/Strikes Documents relating to work stoppages, strikes, and disputes affecting NASA contracts; includes strike reports, reports of work stoppages, correspondence, plans to settle disputes, and all related documents.	
		1. Headquarters	* PERMANENT * RETIRE TO FRC WHEN INACTIVE. TRANSFER TO NARA WHEN 10 YEARS OLD. <DA: N1-255-89-4>

	52	2. Centers	DESTROY WHEN 5 YEARS OLD <DA: N1-255-89-4>
3711		Employee Management Relations	(see below)
3711	53	INTERVIEW RECORDS Correspondence, reports and other records relating to interviews with employees, including entrance and exit interview, also complaint interviews.	DESTROY 6 MONTHS AFTER TRANSFER OR SEPARATION OF EMPLOYEE. [GRS 1-8] (N 15-7)
3712		Employee Organization and Activities	Contact Center Records Mgr.
3713		Nondiscrimination	Contact Center Records Mgr.
3715		Nondisciplinary Separations, Demotions and Furloughs	Contact Center Records Mgr.
3730		Suitability and Conduct	Contact Center Records Mgr.
3731		Suitability	Contact Center Records Mgr.
3733		Political Activities of Federal Employees	Contact Center Records Mgr.
3734		Holding State or Local Office	Contact Center Records Mgr.
3735		Employee Responsibilities and Conduct	Contact Center Records Mgr.
3736		Employee Investigations	Contact Center Records Mgr.
3750		Discipline and Adverse Actions	Contact Center Records Mgr.
3751		Discipline	Contact Center Records Mgr.
3752		Adverse Actions	Contact Center Records Mgr.
3770		Remedies	Contact Center Records Mgr.
3771		Employee Grievances and Administrative Appeal	(see below)

3771	54	GRIEVANCE, DISCIPLINARY AND ADVERSE ACTION FILES A. <u>GRIEVANCE, APPEALS FILES</u> (5 CFR 771) Records originating in the review of grievance and appeals raised by Agency employees, except EEO complaints. These case files include statement of witnesses; reports of interviews and hearings; examiner's findings and recommendations; a copy of the original decision; related correspondence and exhibits; and, records relating to a reconsideration request.	DESTROY 5 YEARS AFTER CASE IS CLOSED. [GRS 1-30a]
		B. <u>APPEAL RECORD FILES</u> Copy of decisions rendered, review decisions, related correspondence, and other documentation, except record copies of official documents affecting personnel actions.	DESTROY 7 YEARS AFTER CASE IS CLOSED. <DA: N1-255-89-4> (N 15-43)
		C. <u>ADVERSE ACTION FILES</u> (5 CFR 752) Case files and related records created in reviewing an adverse action (disciplinary or non-disciplinary removal, suspension, leave without pay, reduction-in force) against an employee. The file includes a copy of the proposed adverse action with supporting papers; merit systems protection board cases (MSPB); statements of witnesses; employee's reply; hearing notices, reports and decision; reversal of actions; and appeal records, EXCLUDING letters of reprimand which are filed in the OPF.	DESTROY 5 YEARS AFTER CASE IS CLOSED. [GRS 1-30b]
3772		Appeals to the Commission	Contact Center Records Mgr.
3790		Services to Employees (General)	Contact Center Records Mgr.
3792		Employee Assistance Program	Contact Center Records Mgr.
3800		Insurance and Annuities	(see below)

3800	55	INSURANCE DEDUCTION FILES Reports and related papers including copies of vouchers and schedules of payments pertaining to insurance deductions.	DESTROY AFTER GAO AUDIT OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER. [GRS 2-15b] (N 4-16)
3800	56	NASA EMPLOYEES BENEFIT ASSOCIATION INSURANCE FILES (NEBA) (DFRF ONLY) Records in this series may include but are not limited to the following NASA Employees Benefit Association (NEBA) general correspondence, material related to insurance claims related to life/travel, correspondence claims, bank statements and quarterly reports, distribution surveys, audit reports, and reports on unliquidated obligations.	
		A. <u>ORIGINAL DOCUMENTATION</u>	RETIRE RECORDS/CASE FILES TO FRC ONE YEAR AFTER FISCAL YEAR IN WHICH CLAIM/CASE OR REPORT IS RECEIVED, COMPLETED, OR CLOSED. DESTROY FILES 6 YEARS AND 3 MONTHS AFTER THE END OF THE FISCAL YEAR IN WHICH THE RECORDS WERE CREATED, RECEIVED, OR CLOSED. <DA: N1-255-89-4>
		B. <u>ALL OTHER COPIES</u>	DESTROY WHEN NO LONGER NEEDED OR WHEN 3 YEARS OLD, WHICHEVER IS LATER. <DA: N1-255-89-4>
3810		Injury Compensation	
3810	56.5	INJURY COMPENSATION FILES	

		A. Center or other office's case files for Worker's Compensation Program claims for on-the-job injuries, including copies of medical reports, forms, correspondence, related investigatory records, decisions, and any other material pertinent to the case, whether or not a claim for compensation was made. EXCLUDING copies of any payment records filed in the Employee's Payroll Records, copies filed in the Employee Medical Folder and copies submitted to the Department of Labor.	CUT OFF ON TERMINATION OF COMPENSATION OR WHEN DEADLINE FOR FILING A CLAIM HAS PASSED. DESTROY 3 YEARS AFTER CUTOFF. [GRS 1-31]
		B. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by A. above. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.	
	56.5	1. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED. [GRS 1-43/a]
		2. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED. [GRS 1-43/b]
3830		Retirement and Social Security	Contact Center Records Mgr.
3831		Retirement	(see below)
3831	57	RETIREMENT FILES A. <u>REPORTS AND REGISTERS</u> Reports, registers, or other control documents, and other records relating to retirement, such as SF 2807 or equivalent.	FOR CSRS/FERS RELATED RECORDS, DESTROY UPON RECEIPT OF OFFICIAL OPM ACCEPTANCE OF ANNUAL SUMMARY. [GRS 2-28] (N 4-15)

		B. <u>ASSISTANCE FILES</u> Correspondence, memoranda, annuity estimates, and other records used to assist retiring employees or survivors claim insurance or retirement benefits.	DESTROY WHEN 1 YEAR OLD. [GRS 1-39]
3832		Old Age and Survivors Insurance	Contact Center Records Mgr.
3850		Unemployment Compensation	(see below)
3850	58	UNEMPLOYMENT COMPENSATION DATA REQUEST FILES Requests for wage and separation data to be used in connection with unemployment compensation claims, and related papers, including requests for information, notice of refusal of work offer, and related papers.	DESTROY WHEN 2 YEARS OLD. <DA: N1-255-89-4> (N 4-18)
3870		Group Life Insurance	(see below)
3870	59	MONETARY BENEFITS FILES Documents relating to the origination, implementation or monitoring of employee benefits, such as Group Life Insurance and health plans, which have a cash value but are not a part of salary wages, or other direct compensation.	DESTROY WHEN 5 YEARS OLD. <DA: N1-255-89-4> (N 15-23)
3890		Group Health Insurance	Contact Center Records Mgr.
3900		General and Miscellaneous	(see below)
3900	60	MISCELLANEOUS CORRESPONDENCE AND FORMS ? PERSONNEL Operating personnel office records relating to individual employees not maintained in OPFs and not provided for elsewhere in this schedule.	DESTROY WHEN 1 YEAR OLD. [GRS 1-39]
	60	A. <u>CORRESPONDENCE AND FORMS RELATING TO PENDING PERSONNEL ACTIONS</u>	DESTROY WHEN ACTION IS COMPLETED. [GRS 1-17a] (N 15-18)
		B. <u>RETENTION REGISTERS</u> 1. Registers and related records from which reduction-in-force actions have been taken or used to effect such action.	DESTROY WHEN 2 YEARS OLD. [GRS 1-17b(1)]

		2. Registers from which NO reduction-in-force actions have been taken and related records.	DESTROY WHEN SUPERSEDED OR OBSOLETE. [GRS 1-17b(2)]
		C. <u>ALL OTHER CORRESPONDENCE AND FORMS</u>	DESTROY WHEN 6 MONTHS OLD. [GRS 1-17c]
3930		Programs for Specific Positions and Examinations	Contact Center Records Mgr.
3933		Qualification Requirements for Specific Positions	Contact Center Records Mgr.
3938		Classification and Pay for Specific Positions	Contact Center Records Mgr.
3940		Charity Drives, Contributions, and Solicitations	(see below)
3940	61	CHARITY DRIVES, CONTRIBUTIONS, AND OTHER ACTIVITIES	
		A. Records of quasi-official nature, memoranda, and other papers that do not serve as the basis of official actions, such as notices of holidays or charity and welfare fund appeals, bond campaigns, voluntary activities, and similar papers.	DESTROY IMMEDIATELY, OR WHEN NO LONGER NEEDED FOR REFERENCE, OR UNDER A PREDETERMINED SCHEDULE OR BUSINESS RULE (E.G., IMPLEMENTING THE AUTO-DELETE FEATURE OF ?LIVE? ELECTRONIC MAIL SYSTEMS). [GRS 23-7] (N 1-9d)
		B. Records which document and serve as the basis for official actions.	DESTROY WHEN 2 YEARS OLD. <DA: N1-255-89-4>
3950		Credit Unions and Banking Facilities	Contact Center Records Mgr.
3960		United States Savings Bonds	(see below)

3960	62	INDIVIDUAL AUTHORIZED ALLOTMENT(S) FILES <u>A. COMBINED FEDERAL CAMPAIGN AND OTHER ALLOTMENT AUTHORIZATIONS</u> Authorization for individual allotments to the Combined Federal Campaign.	DESTROY AFTER GAO AUDIT OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER. [GRS 2-15a] (N 4-10)
		<u>B. UNION DUES/SAVINGS</u> Other authorizations, such as union dues and/or savings.	DESTROY AFTER GAO AUDIT OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER [GRS 2-15b]
	62	<u>C. THRIFT SAVINGS PLAN ELECTION FORM</u> Form TSP-1 authorizing deduction of employee contribution to the Thrift Savings Plan.	DESTROY WHEN SUPERSEDED OR AFTER SEPARATION OF EMPLOYEE. [GRS 2-16]
		<u>D. BOND PURCHASE FILES</u> 1. U.S. Savings Bond Authorizations, SF 1192, or equivalent.	DESTROY WHEN SUPERSEDED OR AFTER SEPARATION OF EMPLOYEE. [GRS 2-14a] (N 4-11)
		2. Bond registration files: issuing Agent's copies of bond registration stubs.	DESTROY 4 MONTHS AFTER DATE OF ISSUANCE OF BOND. [GRS 2-14b]
		3. Bond receipt and transmittal files: receipts for and transmittals of U.S. Savings Bonds.	DESTROY 4 MONTHS AFTER DATE OF ISSUANCE OF BOND. [GRS 2-14c]
3970		Space Flight Participants	Contact Center Records Mgr.
3981		Personnel Authorities	(see below)
3981	63	UTILIZATION OF PERSONNEL AUTHORITIES Office of Personnel Management (OPM) required documentation of the utilization of personnel authorities under OPM delegation agreements.	DESTROY WHEN 2 YEARS OLD. <DA: N1-255-89-4>
		END OF SCHEDULE	

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